

Right-to-Know Policy
Delaware Township, Mercer County, PA

In accordance with the provisions of Act 3 of 2008, known as the Right-to-Know Law, Delaware Township, Mercer County, PA hereby adopts the following policy regarding requests for records:

I. Open Records Officer

The Township hereby designates the Township Secretary as the Township's Open Records Officer.

The Open Records Officer may be reached at 53 Ontiontown Road, Greenville, PA 16125-8429; 724-588-2040 (phone); 1-800-834-0351 (fax); delawtp@gmail.com (email).

II. Inspection of Records

All documents deemed public records shall be available for inspection, retrieval and duplication at the Delaware Township Municipal Building, 53 Ontiontown Road, Greenville, PA 16125-8429, during established business hours, being Monday & Friday 9:00 a.m. to 12:00 p.m. and Tuesday through Thursday 8:00 a.m. to 4:00 p.m., with exception of holidays and other days that the office is designated to be closed.

III. Records Requests

Request shall be made in writing to the Township Open Records Officer on a form provided by the Township, a copy of which is attached to this Policy.

IV. Fees

Paper copies shall be .25 cents per page per side. The certification of a record is \$1.00 per record. Specialized documents including, but not limited to blueprints, color copies and non-standard sized documents shall be charged the actual cost of reproduction. If mailing is requested, the cost of postage will be charged. The Township shall require prepayment if the total fees are estimated to exceed \$100.00.

V. Response

The Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft, damage and/or modification.

The Open Records Officer shall review all written requests for access to public records as soon as practical, but no later than five business days after receiving a written request to access public records. The Open Records Officer shall respond to such requests in writing consistent with the provisions Act 3 of 2008, known as the Right-to-Know Law. A response may

include the granting of access to public records, the denial of the request for a stated reason per the provisions of the Right-to-Know Law, or the extension of up to 30 days for a more complete response due to the need to conduct a legal review of the request, or to redact information from the documents or to retrieve documents from a remote location, or due to legitimate staffing limitations that exist.

VI. Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120-0225.

VII. Appeals Process

Appeals must be filed within 15 business days of the mailing date of the Township's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record(s) is a public record and shall address any grounds stated by the Township for delaying or denying the request.

RESOLVED AND ENACTED this 22nd day of December, 2008 by the Delaware Township, Mercer County, PA Board of Supervisors.

Carl R. Hoover, Sr.

Carl R. Hoover, Sr.

Donald L. Kremm

Donald L. Kremm

Daniel K. Micsky

Daniel K. Micsky

Attest:

Melissa L. Osborne

Melissa L. Osborne,
Secretary/Treasurer

RIGHT-TO-KNOW REQUEST FORM
DELAWARE TOWNSHIP, MERCER COUNTY, PA

DATE REQUESTED: _____

REQUESTED SUBMITTED BY: _____ E-MAIL _____ U.S. MAIL _____ FAX _____ IN-PERSON

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____ EMAIL (Optional): _____

RECORDS REQUESTED:

*Provide as much specific detail as possible so that the Township can identify the information.
Please use additional sheets if necessary.*

DO YOU WANT COPIES? (25 cents per page/side in most cases): _____ YES _____ NO

DO YOU WANT TO INSPECT THE RECORDS? _____ YES _____ NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS A \$100? _____ YES _____ NO

PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES
IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL

This section to be filled out by the township.

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE TOWNSHIP: _____

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE ON: _____

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*